

## Give it Forward (GIF) Guidelines and Grant Application

### Overview

The **Give it Forward** program (GIF) is a small, flexible, innovative grants program open to ConnectGroups members, managed by ConnectGroups and supported by Lotterywest. The objective of the grants is to help Peer Support Groups to grow, increase their capacity to support others and remain robust and sustainable.

GIF grants differ from traditional grants in that ConnectGroups makes all payments directly to the agreed vendors and service providers, allowing Self Help and Support Groups to concentrate on the business of organising and fulfilling their projects. This eliminates the need for GIF grant recipients to undertake grant acquittals or directly handle any funds, and your Group does not need to be incorporated to apply.

### What can you apply for?

The aim of the **Give it Forward** grants program is to support the sustainability and/or the positive and sustainable growth of Self Help and Support Groups. GIF funding can support activities in the following areas:

- Promote awareness of the existence of peer Support Groups into the wider community to increase membership through branding, marketing, and partnership-building
- Improve Peer Support Groups' internal administration systems, sustainability, and governance, including support for becoming Incorporated.
- Upskilling of membership in areas valuable to the Group's purpose and goals
- Consultancy Support: Applications for administrative or project support requiring engagement of a consultant external to the Self Help or Support Group are eligible only if support is short-term and project based. It cannot replace a current position.

**Note 1:** Consultancy support must address a resource gap and therefore cannot be sourced from within the Group.

**Note 2:** Paid staff or Support Group Board of Management members cannot benefit financially from the grant.

## Funding amount and general eligibility criteria

- 1) Funding is open to ConnectGroups affiliate members that do not have mental health as a primary focus
- 2) Applications are up to \$10,000.00/year excluding GST
- 3) Awarded funding must be expended by **30 June 2022**, further extension will not be considered
- 4) Activities and service delivery must take place in Western Australia with the direct benefits/outcomes going to Western Australians
- 5) The proposed activities must assist Peer Support Groups to improve the supports they offer, and, as a result, build their capacity
- 6) Applicants must not be in receipt of substantial funding and/or under a Service Agreement from a funder
- 7) Projects should have clear objectives and outcomes and propose a way to measure the success of their project.
- 8) Project budgets must be clear and specific and attach quotes for all items.

## Funding categories

Funding for projects can include one or more of the following categories:

**a. Capacity Building and Sustainability**

Governance, incorporation, membership training, public liability insurance, hire of meeting/training venues, training opportunities, improved administration processes.

**b. Information Technology**

Purchase of IT or audio-visual equipment, webpage/social media development that supports service delivery.

**c. Marketing and Promotion**

Branding development, flyers, brochures, pull-up banners, other promotional materials

**d. Customised Projects**

Short- and medium-term projects that do not fit within the above categories

## What can't be supported?

- 1) Applications from organisations that are not ConnectGroups members.
- 2) Requests for items or services that have already been purchased.
- 3) On-going operational costs
- 4) Core delivery costs for already funded services.

- 5) Applications for staffing or where the funds will go towards remuneration.

## What do we need from you and what are we looking for?

For your best chance at success in applying for a grant, we are looking for;

- I. A completed grant application with all sections clearly answered, including:
  - i. How the project or proposed activities relates to your Support Group's purpose.
  - ii. How the idea for the project came about, its importance and expected benefits.
  - iii. Considerations of what will happen after the project grant ends.
  - iv. How you are planning to measure or record the positive impact of the project;  
and
  - v. A project budget, including quotes for each item.

## How can we help you?

ConnectGroups has a supportive approach to grant proposal development with its members. Applicants are encouraged to contact the project officer to discuss their proposal and collaboratively work through ideas. Effort will be made to ensure a simple process, and to best position the application for success. The ConnectGroups project officer can:

- ✓ *Discuss ideas*
- ✓ *Answer all your questions about the application process*
- ✓ *Assist in **compiling** the grant application*
- ✓ *Support the development of the project budget*
- ✓ *Mentor you through the process*
- ✓ *Research and source suitable vendors where possible*

**Please note that submissions requiring feedback or support must be received no later than two weeks prior to the submission deadline date to ensure an equitable process**

## Disbursement of funds

- 1) There will **not** be any direct exchange of funds between ConnectGroups and successful grant recipients
- 2) ConnectGroups will be responsible for payments to the vendors/suppliers providing goods and services for grant recipients.
- 3) Grant recipients will not need to do any financial grant acquittal as this is fully managed by ConnectGroups

## Assessment of applications

- 1) An Assessment Panel made up of the CEO of ConnectGroups; a ConnectGroups Board Member; a ConnectGroups Consultative Support Group Member; and an independent third party will review applications within four (4) weeks of the submission deadline;
- 2) Applicants will receive an email informing them of the outcome of their application

## General Information

All successful grant recipients will be required to sign a Terms and Conditions Agreement, and a Financial Management Agreement prior to the commencement of their project.

All successful grant recipients will need to complete surveys and provide final outcomes reports to ConnectGroups per the dates listed in the Terms and Conditions Agreement.

All grant recipients are required to contribute data to inform project evaluation and service delivery.